

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes, bubbling hot springs & cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining & recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville & Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

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**BENEFITS:** *Mono County provides generous benefits, including 2.7% @ 55 PERS retirement; medical, dental, vision, and life insurance; 401(a) plan matching of deferred compensation contributions (up to 3%); and auto allowance or use of County vehicle*

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## TO APPLY

Application materials should be returned to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**

**Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)**

**[www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

**Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.**

**SPECIAL NOTE:** The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



## INVITES APPLICATIONS FOR

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**DEPUTY COUNTY COUNSEL I OR  
DEPUTY COUNTY COUNSEL II OR  
ASSISTANT COUNTY COUNSEL**  
(ONE POSITION AVAILABLE)

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***At-Will position***

***FINAL FILING DATE:***

**Open Until Filled:  
1<sup>st</sup> application review 8/27/2010**

**SALARY:**  
**Deputy County Counsel I: \$7,740/month**  
**Deputy County Counsel II: \$8,336/month**  
**Assistant County Counsel: \$9,527/month**

***Equal Employment Opportunity Employer***

## THE POSITION

Under the general supervision of the County Counsel, this position provides a variety of professional legal services to the County. It is one of three such positions in the County Counsel's office. This position serves at the will and pleasure of the County Counsel. Typical tasks for all three classes include but are not limited to:

- legal research and writing
- conferring with, representing, and advising County officials, boards, commissions, departments, and districts on legal matters
- reviewing and drafting contracts, notices, ordinances, resolutions, and other legal documents
- prosecuting and defending litigation and other proceedings by and against the County and certain public officials and agencies
- assisting with real property transactions.

## QUALIFICATIONS

### Knowledge of:

#### **Deputy County Counsel I:**

- General knowledge of the principles of civil, constitutional, and administrative law, and specific laws governing and affecting County operations.
- General knowledge of judicial procedures and the rules of evidence.
- General knowledge of the principles, methods, materials and practices of legal research and writing.

#### **Deputy County Counsel II:** All of the above, plus:

- Increasing knowledge of the principles of civil, constitutional, and administrative law, and specific laws governing and affecting County operations.
- Increasing knowledge of judicial procedures and the rules of evidence.
- Increasing knowledge of the principles, methods, materials and practices of legal research and writing.

#### **Assistant County Counsel:** All of the above, plus:

- Broader knowledge and mastery of laws governing and affecting County operations.

### Ability to:

#### All three levels:

- Research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems.
- Analyze and appraise a variety of legal documents and instruments.
- Draft legal documents such as ordinances, resolutions, and contracts.
- Present statements of fact, law, and argument clearly and logically, in written and oral form.
- Establish and maintain effective working relationships with County and governmental officials and general public.

### Minimum:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

**All Three Classes:** Graduation from an accredited school of law.

**Deputy County Counsel I:** No experience required.

**Deputy County Counsel II:** Two (2) years of experience in the practice of public law comparable to that of a Deputy County Counsel I with Mono County.

**Assistant County Counsel:** Three (3) years of experience in the practice of public law comparable to that of a Deputy County Counsel II with Mono County.

### Special Requirements:

Active membership in the State Bar of California.

Possession of, or ability to obtain, a valid California driver's license.

### Physical Requirements & Working Conditions:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, typewriter, telephones, calculators, copiers, and FAX.

## THE EXAM PROCESS

PHASE 1: The exam process includes an application, resume, and two writing samples as part of the application: one sample demonstrating legal advice (such as an opinion or memo) and one sample demonstrating legal advocacy (such as a litigation memorandum of points and authorities).

PHASE 2: The exam process will include not only an interview, but also a review and practical demonstration of the required knowledge and abilities as stated on the application.

Photo: © Greg Newbry

